



Poppleton Road Playgroup

(Charity number: 1037379)

**Trustees' Annual Report and Financial Statements
for the year ended
31 August 2023**

**HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ**

**POPPLETON ROAD PLAYGROUP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 AUGUST 2023
(Charity Number 1037379)**

CONTENTS	Page
Trustees' Annual Report	2 - 5
Independent Examiner's Report	6
Receipts and Payments Accounts	7
Statement of Assets and Liabilities	8
Notes to the Accounts	9

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Administrative details

Charity name:	Poppleton Road Playgroup
Registered charity number:	1037379
Charity's address:	c/o The Annex Poppleton Road Primary School Poppleton Road York YO26 4UP

Names of trustees serving during the year and to the date of this report

Laura Barrett		Resigned 30/09/22
Nicki-Jane Carter		Appointed 20/09/22
Tanya Chapman	Secretary	
Rachael Cole	Treasurer from 08/11/22	
Carol Ingham		Appointed 08/11/22
Fiona Lynch	Treasurer to 08/11/22	Resigned 08/11/22
Abigail Maden		Appointed 20/09/22
Natalie Jackson	Chair from 08/11/22	Appointed 20/09/22
Natalie Richardson	Chair to 08/11/22	Resigned 08/11/22

Names of advisers

HPH, Chartered Accountants, 54 Bootham, YORK, YO30 7XZ (Accountants)

Preschool Learning Alliance - (Development Support)

City of York Council – West Offices, Station Rise, YORK, YO1 6GA (Early Years Support and Advice)

Structure, Governance and Management

Charity's governing document:	Constitution dated 14 October 2013
How the charity is constituted:	Unincorporated organisation
Trustee selection method:	AGM
Additional governance issues:	There is a minimum of 5 trustees at any one time.

POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023

Objectives

The objectives of the Pre-school (as stated in the Preschool Learning Alliance constitution adopted above) are to enhance the development and education of children primarily under statutory school age by encouraging parents to understand and provide for the needs of their children through community groups and by:

- (a) offering appropriate play, education and care facilities, family learning and extended groups, together with the right of parents to take responsibility for and to become involved in the activities of such groups, ensuring that such groups offer opportunities for all children whatever their race, culture, religion, means or ability;
- (b) encouraging the study of the needs of such children and their families and promoting public interest in and recognition of such needs in the local areas;
- (c) instigating and adhering to and furthering the aims and objects of the Pre-school Learning Alliance.

Aims and activities to further the objectives

Our aims as stated in our business plan: To provide the highest possible quality community childcare service in a welcoming, unique and exceptional setting.

Aim 1–To achieve a GOOD rating from OFSTED and have a long waiting list through the following means.

- a) Best possible educational programme (EYFS): Children have had access to continuous provision and additional planned activities inside and out covering all the areas of learning and development. We have been able to return to pre covid way of running.
- b) Excellent Parent Partnerships: Activities undertaken have included regular parent meetings which we conducted face to face, ongoing communication with parents and activity ideas through DoJo online system, photo books newsletters, letters (through email), a Facebook and Instagram page. The website contains the up-to-date policies.
- c) Strong Leadership - Ensure strong leadership is in place from management and committee: The manager has continued regular supervisions and observations with staff. The committee and the manager have met regularly to review progress. Self-evaluations of the setting were completed each term and these were used to feed into the action plan which is updated regularly.

Aim 2–To have a well-trained and motivated team:

We have had staff changes during the year following a 'requires improvement' judgement from OFSTED. The manager left in September with the Deputy stepping up until being appointed to the role in November. A level 3 member of staff was then appointed as deputy. We have employed another 2 level 3 members of staff. The setting now has 7 members of staff. All key staff have a level 3 or above. All staff have undertaken training over the year to support their continuing professional development, including updating first aid, safeguarding and food hygiene training.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Aims and activities to further the objectives (continued)

Aim 3 – To refurbish our building with Poppleton Road Out of School Club: We have made some good improvements to the building this year, including decorating, new flooring and blinds. We have refurbished the cloakroom area, kitchen and storage cupboards.

Summary of main activities undertaken for the public benefit

Provision of opportunities for play, in compliance with the Early Years Framework, for all eligible 3–4-year-old children.

The trustees consider that they have complied with their duties to have due regards to the public benefit guidance published by the Charity Commission.

Additional details of objectives and activities:

The Playgroup was open for 20 hours per week term time during the year providing 4 hour pre-school sessions each day between Monday and Friday for 3 and 4 year old children. We also had some rising 3s in the Autumn term attending on 2-year-old funding. This included providing lunches on a daily basis.

Achievements and performance during the year

Performance related to Aim 1: We have been able to return our learning environment to pre covid levels, providing a wide range of outdoor provision and a wide range of learning activities in setting which supported children to continue to make good progress. We have worked together as a staff team to embed changes relating to the action points on our 2022 OFSTED report. This has improved the environment and atmosphere of the setting and we were rewarded for our hard work in June when we were re inspected and received a GOOD judgement. Staff have worked closely with parents to support children's needs and there has been positive feedback from parents about this. The policies were reviewed in sections through the year, and good risk assessment and checks have meant there were no major accidents or incidents during the year. Regular supervisions and observation of staff led to high levels of staff performance. Self-evaluation has led to changes and opportunities for development being identified, and linking these to an action plan has ensured that these are undertaken.

Performance related to Aim 2: The additional training courses that staff have completed over the year have led to improved staff skills especially in the area of SEND. Staff have also found it useful visiting other settings and sharing good practice.

Performance related to Aim 3: The manager has worked with the out of school club manager to prioritise improvements to the building. The cost of improvement have been shared and playgroup have applied for grants to help cover their half of the costs.

**POPPLETON ROAD PLAYGROUP
TRUSTEES' ANNUAL REPORT
FOR THE YEAR ENDED 31 AUGUST 2023**

Financial review

Reserves policy

At the year end the playgroup had cash reserves of £27,968. We aim to maintain reserves adequate to continue the running of the playgroup for 3-4 months in the event that funding was to be withdrawn. This allows time to assess the situation and make alternative financial plans without leaving the children, parents or staff with an unexpected change in their arrangements. Therefore, we aim to hold between £21,334 - £28,445 within our reserves. The reserves at the year-end were between these amounts.

Financial performance

During the year the playgroup suffered a deficit of £9,100. The trustees are working closely to continue to monitor spending to ensure we continue to remain in a stable position.

Further financial review details

The playgroup receives Central Government Early Years funding for the majority of children in attendance. Fees are paid for places that are not covered by Government funding. The playgroup committee support income through regular fundraising events.

Declaration

Approved by the Board of Trustees on 22 November 2023 and signed on its behalf by

Natalie Jackson
Chair

**INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES OF POPPLETON ROAD PLAYGROUP**

I report on the accounts of the Trust for the year ended 31 August 2023, which are set out on pages 7 to 9.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Adrian Rodaway, BA, FCA, BFP, DChA
HPH, Chartered Accountants
54 Bootham
YORK
YO30 7XZ

22 November 2023

POPPLETON ROAD PLAYGROUP
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 AUGUST 2023
Charity number 1037379

	2023			2022
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
RECEIPTS				
NEG (Nursery Education Grants) Funding	69,110	-	69,110	61,345
Fees	5,947	-	5,947	6,917
Donations and Fundraising	906	-	906	599
Bank Interest	93	-	93	4
Milk Refunds	115	-	115	229
Sundry receipts	64	-	64	-
Total receipts	76,235	-	76,235	69,094
PAYMENTS				
Salaries and Wages Costs	66,050	-	66,050	63,358
Staff Training and Other Costs	1,093	-	1,093	556
Play Materials and Equipment	4,177	-	4,177	1,426
Activities and Outings	1,692	-	1,692	941
Milk, Cleaning and Refreshments	3,691	-	3,691	3,093
Consumables	-	-	-	564
Rent and Rates	1,950	-	1,950	1,950
Maintenance and Repairs	2,862	-	2,862	-
Insurance Costs	764	-	764	742
Affiliations and Memberships	129	-	129	271
Office Costs	423	-	423	940
Fundraising Costs	-	-	-	216
Accountancy, Payroll and Independent Examination Fees	2,488	-	2,488	2,425
Bank charges	16	-	16	20
Total resources expended	85,335	-	85,335	76,502
Deficit of receipts over payments	(9,100)	-	(9,100)	(7,408)
Transfer between funds	-	-	-	-
Funds brought forward at 1 September 2022	37,068	-	37,068	44,476
Funds carried forward at 31 August 2023	£ 27,968	£ -	£ 27,968	£ 37,068

POPPLETON ROAD PLAYGROUP
STATEMENT OF ASSETS AND LIABILITIES
FOR THE YEAR ENDED 31 AUGUST 2023
Charity Number 1037379

	Unrestricted funds £	2023 Restricted funds £	Total funds £	2022 Total funds £
CASH FUNDS				
Current Bank Account	8,847	-	8,847	13,731
Savings Bank Account	17,029	-	17,029	16,994
Petty Cash	36	-	36	36
Payroll Account	2,056	-	2,056	6,307
	£ 27,968	£ -	£ 27,968	£ 37,068
LIABILITIES				
Independent Examination Fee	1,080	-	1,080	975
	£ 1,080	£ -	£ 1,080	£ 975

The attached notes form part of these financial statements.

Approved by the Trustees on 22 November 2023 and signed on their behalf by:

Rachael Cole
Treasurer

**POPPLETON ROAD PLAYGROUP
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 AUGUST 2023
(Charity Number 1037379)**

1. Basis of accounts

The trustees have taken advantage of section 144 (2) of the Charities Act 2011 and have prepared the accounts on a receipts and payments basis. Cash-based accounts are not prepared on an accruals basis and therefore the Charities SORP does not apply to their preparation.

2. Restricted funds

Donations and grants received are treated as restricted funds where a restriction has been placed on their use by the donor or grantor.

3. Trustees' remuneration and expenses

No Trustees received remuneration for work as an employee of the Charity during this year (2022 - 2). No expenses were reimbursed to Trustees (2022 - £nil). The Trustees have due regard to the guidance issued by the Charity Commission in respect of the payment of remuneration to Trustees.

4. Related party transactions

During the year, 3 Trustees had children with places at the playgroup (2022 – 5). These places were all funded by the Council.